

FY2021 Brownfields Assessment Grant Application

General:



- Have you written your responses to address the Evaluation Criteria (not the Ranking Criteria)? And, have you specifically addressed how this grant will facilitate the identification and reduction of threats as asked in several criteria, especially criteria 2?
- Have you fit your entire proposal within 10 pages and followed the application checklist?
- Does your story have continuity between sections?
- Did you label each section and subsection to help reviewers follow along with each criterion?

Section 1 - Project Area Description & Revitalization Plans (45 pts)



- For 1.a.i: have you clearly defined the target area for your project and described the brownfields' challenges (residents living in underserved communities historically affected by economic disinvestment, health disparities and environmental contamination)?
- For 1.a.ii: have you identified 2 to 5 priority brownfield sites within your target area? Have you discussed the environmental concerns and reasons for selecting these sites, including the significance to the community? Have you clearly explained the history, current conditions, and potential environmental issues for your priority sites? What are the exposure pathways?
- For 1.b.i: have you linked the sites' reuse plan/potential reuse to your community's larger revitalization goals (need for greenspace, affordable housing, etc.)? How will the sites' reuse help address your community's brownfields' challenges?
- For 1.b.ii: what are your reuse plans based on (planning documents/processes, etc.)? Did you describe a realistic plan to bring about the planned reuse?
- For 1.c.i: have you discussed how your grant project will lead to additional firm (leveraged) funding for remediation AND redevelopment?
- For 1.c.ii: have you confirmed that your sites will be able to reuse existing infrastructure (streets, utilities, etc.)?

Challenge for Criteria 1: Showing you know where you are going and how to get there in existing planning. Balancing the need for funding (section 2.a.i) with the availability of leveraged resources (section 1.c.i). Focus on how grant will stimulate what you don't already have.

Section 2 – Community Need & Community Engagement (35 pts)



- For 2.a.i: have you clearly explained why you, the applicant, cannot carry out the assessment or other work? Have you quantitatively demonstrated real world budgetary issues/financial limitations that keep

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you from funding this assessment work (note that all communities will have COVID-related impacts; have you quantified yours?) Have you shown how the target area is below poverty levels?

- For 2.a.ii., 1, Did you establish that the target population has more severe health or welfare issues, especially within the sensitive populations (children, pregnant women, minority or low income)? Use comparative data. This is the baseline for next sections.
- For 2.a.ii., 2, Do your data demonstrate a greater than normal incidence of disease or conditions showing disproportionate need plausibly related to exposure to hazardous substances, pollutants or contaminants, linked back to the brownfield sites?
- For 2.a.ii., 3, did you clearly show that the target area suffers from broader environmental justice challenges or negative environmental consequences? If you are relying on social justice issues such as socioeconomics, and/or racial disparities in the target area to make your case, did you clearly show how they are derived from past environmental consequences from government or commercial practices/policies? Consider using the EJ Screen. <https://www.epa.gov/ejscreen>
- For 2.b.i., do you have 3 to 5 partners that either are clearly aligned with this grant's success? Do they represent different viewpoints (for example, don't go beyond one government or quasi-governmental, such as economic development agencies, unless they will actually be major players)? Is it clear at least one group represents local people in the target area's interest? Do not list the EPA or the state as partners.
- For 2.b.ii, have you stated a clear and unique role for each project partner that will involve them in site selection, cleanup, and/or future reuse of the brownfield properties? Each one must be able to perform or have a voice in guiding one or more of these actions. Use a chart to clarify.
- For 2.b.iii, do you have a clear plan to evaluate and respond to community input in a transparent and meaningful way? Does your community input response clearly demonstrate that communication will go full circle from you to the community and back to how you incorporated community input? Are your methods of communication appropriate and tailored to your community, including virtual?

Challenge for Criteria 2: Have you identified a target area below poverty, which also suffers disproportionate broad health impacts and specific health conditions that can be tied to brownfield sites? Have you made a plausible case that environmental assessment and redevelopment will help address some of these issues?

Section 3 – Task Descriptions, Cost Estimates & Measuring Progress (50 pts)



- For 3.i, if you will not use health monitoring, say so, but don't be silent. If you are requesting funds, provide a clear explanation of how the monitoring activities are related to a brownfields site with a Phase II environmental site assessment. Did you review the referenced Health Monitoring Fact Sheet? <https://www.epa.gov/brownfields/brownfields-public-health-and-health-monitoring>

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- For 3.a.i, are all costs eligible? Check FAQ cost examples. Do the figures add up correctly? SEE FAQ's: https://www.epa.gov/sites/production/files/2020-08/documents/fy21_faqs_8-19-20.pdf
- For 3.i, is most of your budget planned for direct environmental assessment work? If you included administrative costs, did you limit those to 5% of the total budget? Costs can be classified as direct or indirect and should not be confused with allowable programmatic costs.
- For 3.a.ii, have you shown that the project schedule and milestones demonstrate completion in 3 years? Have you shown that some tasks may be ongoing throughout the project?
- For 3.a.iii, in describing the lead for each task, ensure you (the applicant) have some role, even if it will be led by the contractor. Give titles.
- For 3.b, have you shown unit costs for all budgeted items (hours required, number of Phase I's, II's, etc.)? For cleanups: cost per cubic foot/gallon/ton, etc?
- For 3.c, have you included EPA quarterly reporting requirements, ACRES and project closeout in your measures and evaluation discussions. Have you included a statement about who would institute corrective action if the project falls behind? Have you included outputs and outcomes?

Section 4 – Programmatic Capability & Past Performance (30 pts)



- For 4.a.i-ii, have you, the applicant, demonstrated your administrative ability to manage this grant by naming specific people and their experience that might be relevant to this grant, and their roles within your organizational structure where this grant will reside? If you are a coalition, did you describe how each partner will be meaningfully involved in decision-making for your project?
- For 4.a.iii, have you addressed acquiring additional expertise?
- For 4.b, past grantees: is your discussion of past accomplishments consistent with what is reported in the ACRES database?
- For 4.b.i, have you confirmed your compliance with the workplans, schedule, and Terms & Conditions for your past grants? Did you also discuss the timely and acceptable reporting on those grants? An affirmative sentence or two is fine.
- For 4.b.ii, new applicants: have you listed at least 3 recent grants of similar size, scope or relevance that you managed and affirmed the purpose of that grant, specified outputs/outcomes or current progress, and expanded on specific measures of success? Consider using a table that identifies the purpose, funding source, dollar amount, and accomplishments/outputs. State your compliance with workplan schedules, terms & conditions and timely and acceptable reporting.

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Key Changes for FY21:



- Community engagement must address a virtual approach. Additional tips for conducting virtual community meetings ([usa-guide-video-community-meetings](#)) and virtual community engagement ([usa-guide-remote-community-engagement-meetings](#))
- Single budget without hazardous and petroleum distinctions.
- Multipurpose Applicants **CANNOT** apply for Assessment or Cleanup funds and vice-versa. A community may apply for both Assessment and Cleanup, but in either case **CANNOT** apply for Multipurpose.

Guidelines are available at:



<https://www.epa.gov/brownfields/multipurpose-assessment-rlf-and-cleanup-marc-grant-application-resources>

Potential applicants are invited to participate in an upcoming webinar with EPA to review and address questions about the solicitations. **The webinar is scheduled for Monday, September 14, 2020 at 1:30 PM ET.** Participants may join the webinar at <https://epawebconferencing.acms.com/fy21mac/> and/or via conference call (dial-in number: **1-866-299-3188/ access code: 202-566-1817#**).

DISCLAIMER:



This checklist is not intended to be comprehensively responsive to the criteria; it is intended to address commonly-noted weaknesses from past proposals. This document should not be considered a substitute for EPA policy, regulations, and/or guidance.